

# ADMINISTRATIVE APPROVALS

## WALL SIGNS

- ♣ No application
- ♣ \$25.00 fee
- ♣ Needs 3 copies of plans
- ♣ Show the location of the sign on the building
- ♣ Length of frontage (how wide/feet the sign is) in comparison to front of building
- ♣ **SIGN SIZES:**
  - Neighborhood Commercial (C1) zones and Commercial Highway zones (CH) - Two square feet for each lineal foot elevation fronting any street, alley or public right of way
  - General Commercial (G2) - Three square feet for each lineal foot elevation of a building fronting any street, alley or public right of way
  - Industrial Zone - One square foot for each lineal foot elevation fronting any street, alley or public right of way
- ♣ Sign dimensions
- ♣ Wall sign installation details to fulfill the Building Department permit process
- ♣ Sign projection cannot exceed 12 inches
- ♣ Sign colors (sample colored sign or sign color notation)
- ♣ Material the sign is made of (plastic/wood) \*In RO (Central Residential/Commercial Office) -District, only natural materials for signs are accepted.
- ♣ Is sign illuminated or not
- ♣ No flashing or scrolling signs allowed
- ♣ Once approved through Planning Administrative Approval process, applicant takes two plans to Building Department for a permit
- ♣ Wall sign details will affect permit cost.